ACHIEVEMENT IN MONTANA
Quick Reference Guide

GRADUATION COLLECTION – FILE UPLOAD

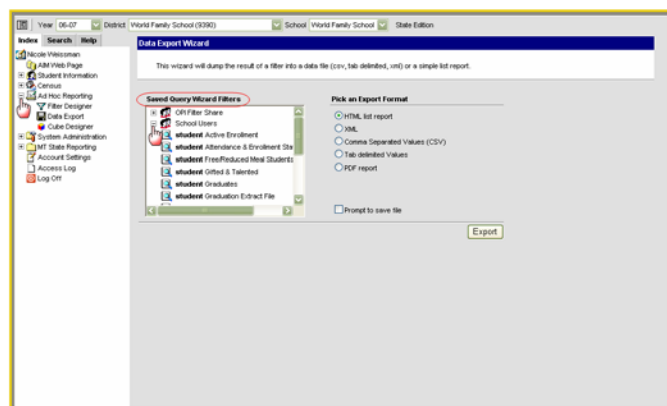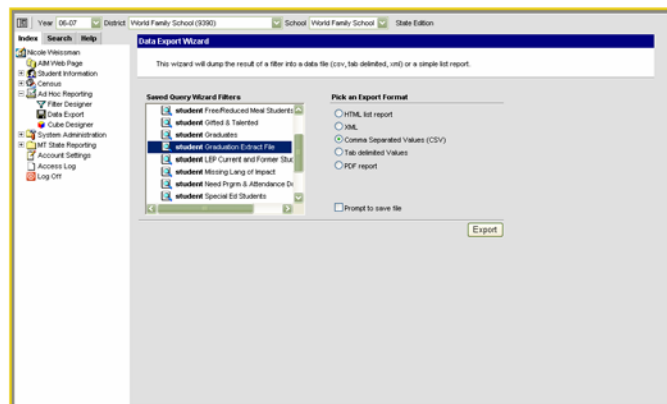| *EXTRACTING STUDENT LIST (OPTION 1)*	
Select a **School** from the *Campus Toolbar*.	
Expand the **Ad Hoc Reporting** outline by clicking on the plus (+) sign. Select *Data Export*. Expand the **School Users** *Saved Query Wizard Filters*.	
Select the student *Graduation Extract File*. Choose *Comma Separated Values (CSV)* from the *Extract Type*. Click **Export**.	

GRADUATION COLLECTION – FILE UPLOAD

EXTRACTING STUDENT LIST (OPTION 1)	
Open the file when prompted. Save the file as an Excel file (*.xls).	
The *District Number*, *School Number*, *Calendar Number*, *Student State ID Number*, Local ID Number (*Student Number*), *Last Name*, *First Name*, *Diploma Date* (same as school *Calendar End Date*) and *Year* will already be populated.	
Enter the *Diploma Type* and *Diploma Period* for each student. Save the file.	

8/2007

ACHIEVEMENT IN MONTANA

Quick Reference Guide

GRADUATION COLLECTION – FILE UPLOAD

EXTRACTING STUDENT LIST (OPTION 2)	
Using the district's Student Information System, extract the following data fields for all grade 12 or UH students: • School Number (or School Name) • Student's State ID • Student's Local ID • Student Last Name • Student First Name • Diploma Type • Diploma Period (*Diploma Date* is not required – it will default automatically to the school's *Calendar End Date*) Save the Extract in an Excel file format (*.xls).	

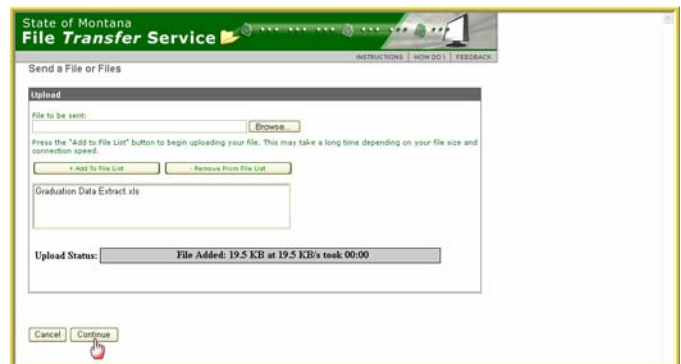| *REPORTING GRADUATION DATA*	
Log on to the State of Montana file transfer service (ePass). https://transfer.mt.gov/ If you have an existing ePass account, login to this service. If you do not have an existing ePass account, create one now.	
Click on **Send** a new file or files. Browse for the file(s) to be sent. Click **+Add to File List**. Click **Continue**.	
Under Recipient Options, select *State Employee, ePass Montana Customer or Previous Recipient*. Under **State Employee** enter nweissman@mt.gov and click **+Add to Recipient List** *or* enter *Weissman, Nicole* and click **Lookup**. Enter a message if desired. Click **Send**.	
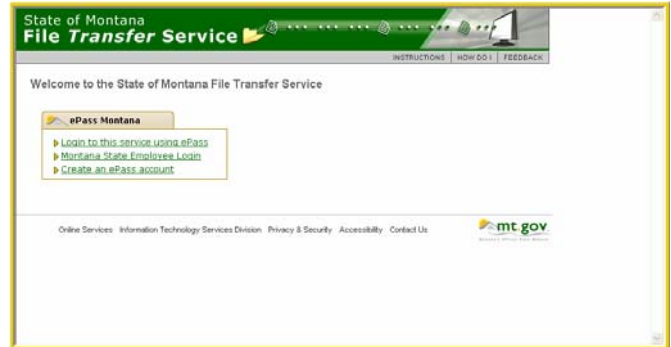
AChievement In Montana

Quick Reference Guide

GRADUATION COLLECTION – FILE UPLOAD

REPORTING GRADUATION DATA	
OPI AIM Staff will work directly with Infinite Campus to ensure that all of the Graduation data is correctly uploaded into the AIM system. There is currently no file upload format to directly import the data into the AIM system.	

Linda McCulloch, Superintendent
Montana Office of Public Instruction
PO Box 202501
Helena, Montana 59620-2501
www.opi.mt.gov

Page 5 of 7

8/2007

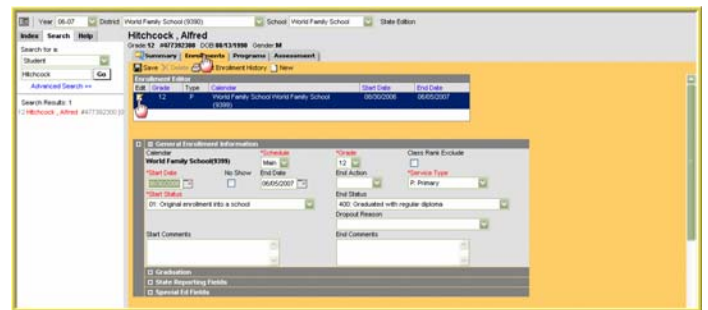| NON-GRADUATING STUDENTS IN GRADE 12 OR UH	
Return to the AIM system and change the *End Status* code for all students who did not graduate. From the **Index**, expand the **Student Information System** outline by clicking on the plus (+) sign. Select **General**.	
Type in the name of the non-graduating student and click Go. Click on the name of the student (may open automatically). Click on the **Enrollments** tab and open the student's enrollment record by clicking on the **Edit** notepad.	
Expand the **Graduation** folder by clicking on the plus (+) sign. Change the student's *End Status* code to reflect the current enrollment status of the student. *A Dropout Reason code may be required if the student's new End Status code is *300.* Delete the student's *Diploma Date.* Click **Save** to save changes. Repeat for all students grade 12 or UH who did not graduate.	
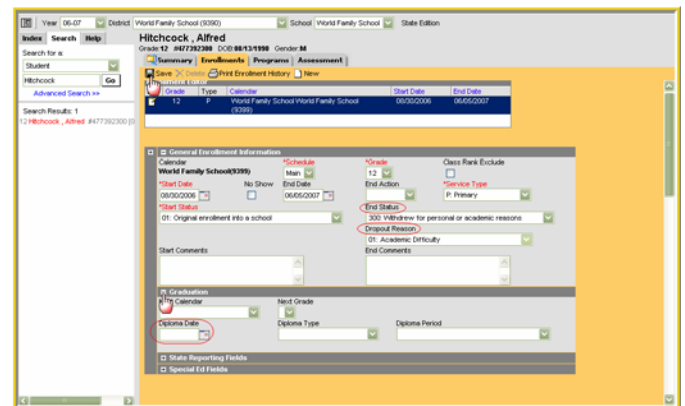
GRADUATION COLLECTION – FILE UPLOAD

GRADUATION CODES	
Diploma Date	The date on the student's diploma or the last day of school for a graduating student.
Diploma Type	The type of a diploma a student receives. Must be one of the following codes:
Regular Diploma	An official school district diploma showing the student's completion of a district's requirements for graduation.
Certificate of Completion	A certificate showing the completion of a program other than the district's Regular Diploma requirements for graduation.
GED	The completion of a school-approved GED program.
Diploma Period	The time period in which a student receives a diploma from a school. Must be one of the following codes:
Early Graduate less than 7 semesters	A student who completes a district's graduation requirements in less than 7 semesters from the time an individual enrolled in the 9th grade.
Early Graduate – 7 Semesters	A student who completes a district's graduation requirements in 7 semesters from the time an individual enrolled in the 9th grade.